



Office of the City Clerk

Weekly Report – for Week Ending November 13, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections

Staff began drafting voter outreach executive plans for the upcoming municipal elections and continues with operational preparations including a second round of Election Code changes and a Powerpoint presentation designed to better prepare temporary election staff supervisors.

On November 5, staff received a request for an Official Title and Summary for a petition currently titled the Neighborhood Integrity Initiative. The request was subsequently submitted to the City Attorney's Office. The Official Title and Summary must be transmitted to the proponents by November 20.

2016 Neighborhood Council Election -

Staff continues to meet with EmpowerLA! and E1C to prepare for the 2016 NC Elections. Development for both the online candidate filing portal and the Vote-By-Mail application filing portal continues with beta-testing planned for early December.

Staff continued work on the NC Candidate processing web application. The mapping module integration is near completion. Required ports are now open and the geocoding functions are being implemented. Map images now display on all platforms. The mapping functions will allow real time verification of candidate eligibility.

Staff is also developing a web application for the Westwood Neighborhood Council for stakeholders to self-register for a Vote-By-Mail (VBM) ballot. This is the only Neighborhood Council that opted into Vote-By-Mail prior to the deadline.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	26/6
Number of Notices/Publications	0/30
Number of Contracts Attested	75
Number of Council Files Created	69
Number of Claims Received	131
Number of Referrals	29
Number of Council Meetings	2
Number of Committee Meetings	5

Council and Public Services Division continues to work with the Systems Division on implementing an electronic signature capability to be rolled out by the beginning of the new year, in its ongoing efforts to go paperless.

Neighborhood and Business Improvement Districts:

On November 9, 2015, invoices totaling \$103,500 for the Chatsworth Merchant-based BID were mailed to 365 stakeholders.

The consultant for the new Hollywood Western BID submitted for review, a proposed management district plan and engineer's report to establish the District for a 5-year term.

TOP ISSUES

- **Post Election After Action Planning**
- **2016 Neighborhood Council Election Preparations**
- **Neighborhood Council Election Ballot Voting Models, WAM Updates, and WAM Approvals 100% Complete**



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Historical Archives Research - The City Attorney's Office researched council files pertaining to City funding of homeless shelters.

Special Storage Arrangement, L.A. Maritime Museum - Since the year 2000, the City Records Center has been storing approximately 150 boxes of historical files, photographs, and artifacts, the "Weinstein Collection," for the Los Angeles Maritime Museum while the Maritime Museum renovated its display and storage area. The Maritime Museum visited the City Records Center to view the materials this week and has begun re-accessioning the material into the Maritime Museum. The boxes will be removed from the City Records Center at a rate of approximately ten boxes per week.

Department Outreach - A report on the City's current records disposition schedules has been submitted to the City Attorney for re-approval.

Council File Scanning - Eleven boxes containing 605 council files have been imaged and will be uploaded to CFMS. Imaging will continue at a rate of approximately 10 boxes every two weeks through April 2016.

Records Storage RFP - A request for additional information has been received from one of the non-selected vendors.

Fiscal - Staff made modifications to the draft FY 16/17 Proposed Budget for the City Clerk; routed the on-line streaming services and language services contract amendments to the City Attorney for signature; and forwarded the Languages 4 You contract amendment to the vendor for execution.

AB1290/Council - Staff drafted 1 contract amendment; transmitted 3 contracts for execution; closed out 1 contract; worked on 4 contract close outs; and has 3 new contracts in progress.

General City Purposes - Staff reviewed 11 GCP allocation requests; approved 5 invoices for payment; and drafted 1 new contract.

Personnel - Staff conducted 1 new employee orientation and 1 exit interview; coordinated with City Council, City Attorney and LAPD on Workplace Violence Prevention Training; provided Electronic Blue Slip Training to Elections, NBIDS and CPS staff; worked on revised organization charts and position descriptions for the FY 16-17 Proposed Budget; and continued addressing several personnel matters.

ISSUES

The Granicus hardware used for Council and Committee meeting webcast was infected with malware. The vendor was notified and resolved the problem within 24 hours. No meetings were affected since Council was in recess.

UPCOMING . . .

The first meeting of the City Health Commission is tentatively scheduled for Monday, November 16, 2015 in Council Chambers.